# Assassination Records Review Board
# Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10362
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

---

**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 4
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements:** 2

---

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

---

**Board Review Completed:** 10/24/95

# JFK ASSASSINATION SYSTEM

## IDENTIFICATION FORM

---

### AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10362

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

---

### DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 05/12/78
PAGES : 4

SUBJECTS :
HSCA, ADMINISTRATION
GREEN, CHARLOTTE

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

---

[R] - ITEM IS RESTRICTED

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

**(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)**

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Charlotte Green | 7/31/78 |
| **Employee Social Security Number** | **Type of Action** |
| 148-52-9861 | ☐ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☒ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business________________ ) Specify Date |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| | |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 10, 19 78 ____________________________ (Signature of Authorizing Official)

____________________________ (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES, CHAIRMAN (Type or print name of Authorizing Official)

____________________________ (Type or print name and title of above official)

____________________________ (Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ____________________

ID ____________________

Benefits ____________________

Payroll ____________________

Copy for Initiating Office or Committee

(Revised: August 1 1977)

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**
**Washington, D.C. 20515**

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

| Employee Name (First-Middle-Last) | Effective Date |
|---|---|
| Charlotte Green | 5/12/78 |
| **Employee Social Security Number** | **Type of Action** |
| 148-52-9861 | ☒ Appointment<br>☐ Salary Adjustment<br>☐ Title Change<br>☐ Termination (At close of business on effective date)<br>☐ Leave without pay (Beginning with effective date above and ending close of business ______ Specify Date) |
| **Employing Office or Committee/Subcommittee** | |
| Assassinations | |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

| Position Title | Gross Annual Salary* |
|---|---|
| Summer Intern | $6240.00 |

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 22, 1978 ______________________ (Signature of Authorizing Official)

______________________ (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES (Type or print name of Authorizing Official)

______________________ (Type or print name and title of above official)

CHAIRMAN (Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______ ID______

Benefits______

Monthly Annuity $______.00 as of ______ Payroll______

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**Certificate of Relationship/Nonrelationship to Any Current Member of Congress**

Date May 12, 1978

To: House Select Committee on Assassinations
(Employing Authority)

☑ I certify that I do not have any of the following relationships to any current Member of Congress.

| | | |
|---|---|---|
| father | nephew | sister-in-law |
| mother | niece | stepfather |
| son | husband | stepmother |
| daughter | wife | stepson |
| brother | father-in-law | stepdaughter |
| sister | mother-in-law | stepbrother |
| uncle | son-in-law | stepsister |
| aunt | daughter-in-law | half-brother |
| first cousin | brother-in-law | half-sister |

☐ I certify that I am the ______________ of the
(Relationship)

Honorable ______________.
(Name of Member to whom related)

Charlotte A. Green
(Employee)

GPO 16-78695-3

<u>MEMORANDUM</u>

TO: Thomas Howarth, Budget Officer
Elizabeth Berning, Chief Clerk

FROM: I. Charles Mathews, Special Counsel I.CM

DATE: May 22, 1978

RE: Charlotte Green

Please be advised that effective Friday, May 12, 1978, Ms. Charlotte Green joined the Committee staff as a summer intern. Her effective starting salary will be $6240.00 per annum.

If you have any questions concerning this matter, please contact me at your convenience.

ICM:j